

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES (Including Historian)

DATE: NOVEMBER 1, 2007

Committee Members Present:

Supervisors Kenny
Sheehan
Bentley
O'Connor

Others Present:

Pamela Vogel, County Clerk
Jody Ross, Deputy County Clerk
Joan Sady, Clerk, Board of Supervisors
Supervisor F. Thomas
Katy Goodman, Secretary to the Clerk

Committee Member Absent:

Supervisor Belden

Mr. Kenny called the meeting of the County Clerk- Motor Vehicles (Including Historian) Committee to order at 11:21 a.m.

Motion was made by Mr. Sheehan, seconded by Mr. Bentley and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Pamela Vogel, Warren County Clerk, and she distributed copies of her Agenda packet for the meeting to the Committee members. A copy of the Agenda is on file with the minutes.

Pursuant to Agenda Item No. 1, Ms. Vogel presented a review of the County Clerk's Office budget for the information of the Committee members. She apprised that through September the revenues were 96 percent of anticipated revenues for the year. Ms. Vogel stated based on the figures for October the revenues would continue to increase. In terms of expenses, Ms. Vogel explained the Office's two budget codes were A.1410 - County Clerk and A.1665 - Public Records and they both covered the combined expenses of the Office. She apprised the figures currently posted to the A.1410 code showed that expenses were 73 percent of the budgeted amount. Ms. Vogel apprised the Public Records expenses to date were 83 percent of the budgeted amount. She commented they were well on target in regard to the anticipated expenses. Ms. Vogel apprised the Office's gross overall collections to date were \$10.2 million and she anticipated the gross would be close to \$12 million at the end of the year.

Ms. Vogel stated this was the time of year that the semi-annual Mortgage Tax Report would be received. She advised she had received the confirmation from the (State) Taxation and Finance Department that the amount for the tax she had reported to the State was correct. Ms. Vogel explained under the next step of the Mortgage Tax process, she would be forwarding the Report to the Board of Supervisors for their action. Joan Sady, Clerk of the Board of Supervisors, advised the Report would be handled at the November 16th Board of Supervisors' meeting.

Ms. Vogel concluded although the budget and the expenses were in good shape, some funds did

need to be transferred within the budget in order to balance it. She referred the Committee members to a Transfer of Funds request which was included in the Agenda packet. Ms. Vogel reviewed the Transfer of Funds in detail with the Committee members. At the conclusion of her review, she requested approval of the Transfer of Funds, as presented.

Motion was made by Mr. Bentley, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned Transfer of Funds, as presented, and to forward it to the Finance Committee. A copy of the Transfer of Funds is on file with the minutes.

Next, Ms. Vogel requested approval of an amendment to the current contract with ACS Government Records Management to include optional services the Office could obtain when necessary (Agenda Item No. 3). She stated the services would include the Office's 20/20 operating system and the addition of a public inquiry work station. Ms. Vogel noted the additional work station was needed as a result of increased inquiries from the public.

Motion was made by Mr. Sheehan, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. Copies of a resolution request form and prior resolutions are on file with the minutes.

Pursuant to Agenda Item No. 4, Ms. Vogel requested approval of an agreement with Info Quick Solutions, Incorporated, for the digitization and conversion of indexes of historical land records. She stated the Index would be for the years 1813 through 1905. Ms. Vogel commented through such projects they were moving toward providing more access to the public of historical records. She advised there was an option to renew the agreement and that would need to be done annually. Ms. Vogel noted the process IQS would use was highly technological and it was being used successfully by four other Clerk's Offices in the State. She stated the funds were in her budget.

Motion was made by Mr. O'Connor, seconded by Mr. Bentley and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. Copies of a resolution request form and attachments are on file with the minutes.

Pursuant to Agenda Item No. 5, Ms. Vogel requested approval to authorize submission of an application for a New York State Local Government Records Management Improvement (LGRMIF) Fund grant for the 2008-2009 grant period. She noted the deadline for the application was February 2, 2008. Ms. Vogel stated if the Office received the grant, the funds would most likely be used for projects related to land and historical records. She advised if the grant was not awarded no project would be done.

Motion was made by Mr. Bentley, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. Copies of a resolution request form and a prior resolution are on file with the

minutes.

Concluding the Agenda, Ms. Vogel requested approval to fill a vacant Motor Vehicle License Registration Clerk position in the Department of Motor Vehicles (Agenda Item No. 6). She stated the vacancy was due to a resignation that occurred in mid-August and the employee had resigned due to family needs. Ms. Vogel reported the Civil Service test for the position was held in September and she believed the list of eligible applicants would be available in November. She advised the position was needed so the DMV could offer the services, i.e., staffing of all the windows every day. In addition, Ms. Vogel stated, another DMV staff member was currently out on medical leave.

Motion was made by Mr. O'Connor, seconded by Mr. Sheehan and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Personnel Committee. A copy of a Notice of Intent to Fill Vacant Position is on file with the minutes.

General discussion ensued.

There being no further business to come before the Committee, on motion by Mr. O'Connor and seconded by Mr. Bentley, Mr. Kenny adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk